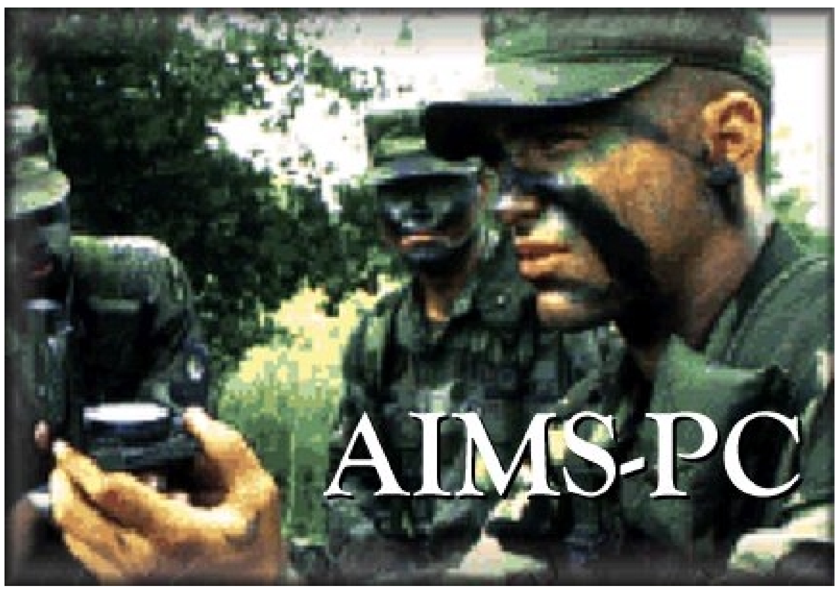
Automated Instructional Management System-Redesign

AIMS-PC Functional Administrator's Handbook



25 September 2000

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GENERAL INFORMATION

1.0 PURPOSE

The purpose of this handbook is to provide key information to the AIMS-PC Functional Administrator (FA.) It is designed to be a quick reference for tasks associated with the FA role. Responsibilities are listed below, followed by appendices containing information to assist you in performing your job.

2.0 RESPONSIBILITIES

The Functional Administrator is the primary point of contact at the installation for all matters concerning the AIMS-PC. In this role, you are responsible for the following:

- Acting as the installation primary point of contact for all AIMS-PC issues.
- Assisting users in using or troubleshooting the system, and acting as the installation point of contact for reporting problems to the Theater Network Operations and Security Center (CONUS- TNSOC.)
- Conducting sustainment training, as required.
- Conducting periodic uploading of data from the Army Training Requirements and Resources System (ATRRS) and the Reception Battalion Automated Support System (RECBASS), as applicable.
- Submitting requirements for user IDs and passwords.
- Maintaining a current inventory of AIMS-PC, Oracle, and Logical Extension Resources (LXR) software at the installation.
- Maintaining required stocks of TRADOC Form 560 (AIMS Answer Sheet) and TRADOC Form 590 (AIMS Student Evaluation.)
- Maintaining contact with the AIMS-PC PM office to ensure you keep current with system changes, upgrades, and issues.

2.1 AIMS-PC Point of Contact

As the FA, you are the key person at the installation in matters concerning the system. You need to ensure that the AIMS-PC PM office is aware of any changes in FA personnel, phone numbers, or e-mail addresses. Information that needs to be distributed to users will be sent to you for further distribution within the installation. If, for any reason, another person will be assuming these duties, notify the AIMS-PC office as soon as possible. This will facilitate a smooth transition. A listing of the key points of contact is in Appendix A.

2.2 Assist Users and Coordinate with CONUS-TNSOC

You are the users' first line of defense. When they encounter a problem or have a question concerning the system, they should contact you. If you cannot resolve the issue, you must determine which office to contact. For problems with hardware or connectivity with the server(s), your first call should be to your installation DOIM. If they determine it is not an installation problem or cannot resolve the problem, contact the CONUS-TNSOC Help Desk (Comm: (800) 305-3036, DSN 879-6798/6858/2572) for assistance. The CONUS-TNSOC, located at Fort Huachuca, is responsible for server maintenance. The CONUS-TNSOC will troubleshoot the problem. If they determine there is a software problem, you may be asked to submit a software trouble ticket using the CONUS-TNSOC web site, ***www.ansoc.army.mil*** or contact the AIMS-PC office at DSN 927-7001 ext6512. Trouble tickets may also be submitted through the ATSC help desk, ***www.atsc.army.mil/HELPDESK***.

Before you can submit a software trouble ticket from the web to the CONUS-TNSOC, the IP address of the computer you will be using to access the web must be added to a list of authorized users. Contact the CONUS-TNSOC Help Desk for assistance in having your computer added to the list. The software trouble ticket system is named SW-TT. You can query previously entered tickets or submit new ones.

Additional information about functional questions (i.e. how to perform a specific function or operation in the AIMS-PC) can be found by consulting the AIMS-PC FAQs available on the web at ***www.aims-r.army.mil***. You may also contact the AIMS-PC PM office at DSN 927-7001 or send an e-mail message to ***aimspc@atsc.army.mil***.

Use DA Form 5005-R to report system problems or requests for system changes/improvements to the AIMS-PC PM office. This form is available within Delrina FormFlow. Specific instructions for completing the form are in Appendix H.

2.3 Conduct Sustainment Training

You are responsible for ensuring that the installation has a sustainment-training program. The AIMS-PC PM office can assist you with training information and materials. The installation's training database should be used when conducting all training. This will help to prevent problems or the entry of bad data in the actual database.

2.4 Conduct ATRRS Loads

Specific access is required to conduct ATRRS updates within AIMS-PC. An ATRRS user ID and password (obtained through ATRRS channels) is required to download the required files from the ATRRS system. Detailed instructions for downloading the ATRRS files and transferring them to the AIMS-PC database are included in Appendix C.

2.5 Manage AIMS-PC User IDs and Passwords

You are responsible for requesting approval to issue user IDs and passwords for the users on your installation. Use the SBIS User Account Request form found at Appendix F. User information will be forwarded to the Installation System Security Officer (ISSO) for verification. ISSOs will complete the ISSO portion of the form, indicating they have checked the personnel listed and that they are eligible to receive system access, and return the form to the FA. At that point, FAs can create the user IDs and passwords in the system. FAs will maintain files containing the approved SBIS Account Forms.

You must keep track of the system users. New users will require accounts, and you will need to cancel the accounts of users who are leaving the installation. Additionally, you will need to modify what users can access if users change positions or require changes to their access permissions.

2.6 Maintain Software Inventory

A copy of all software required for AIMS-PC is maintained at each installation. In most cases, it is kept at the DOIM office. Ensure you know what you are supposed to have, who maintains the software, and where it is stored. A list of the required software is in Appendix I.

Keep in touch with the person maintaining the software, so you will be aware of when updates are received.

2.7 Maintain Required Forms

Forms are printed and will be distributed to the FA for further distribution to your users. As the FA, you will be the point of contact for these forms at the installation. To order additional forms, contact S. Veazey at ***veazeyw@atsc.army.mil***.

2.8 Maintain Contact with the AIMS-PC Office

Keep in touch with the AIMS-PC office. Check the AIMS-PC web site (***www.aims-r.army.mil***) periodically for new information or updated software. We are here to assist you.

3.0 ADDITIONAL INFORMATION

Additional information can be found in the appendices.

- Appendix A, Points of Contact.
- Appendix B, Software Installation Instructions.
- Appendix C, ATRRS Interface Instructions.
- Appendix D, User Roles and Permissions.
- Appendix E, Using the AIMS-PC Tools
- Appendix F, SBIS Account Management/Maintenance.
- Appendix G, Training User IDs and Passwords.
- Appendix H, Completing DA Form 5005-R.
- Appendix I, Software Inventory.
- Appendix J, Scanner set up.
- Appendix K, Acronyms and Abbreviations.

4.0 RECOMMENDATIONS FOR CHANGE

Please submit recommendations for changes to this handbook to the AIMS-PC office, DSN 927-7001 or e-mail ***aimspc@atsc.army.mil***.

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APPENDIX A: POINTS OF CONTACT

A.1 Functional

For information/assistance in using the AIMS-PC and associated programs (such as LXR Test) contact one of the following:

NAME	PHONE	E-MAIL
1. Ms. Candy Bryant	DSN 927-7001, x6512	***bryantc@atsc.army.mil***
2. Mr. Jim Covert	DSN 927-7001, x6502	***covertj@atsc.army.mil***
3. Ms. Michaele Sweet	DSN 927-7001, x6513	***sweetm@atsc.army.mil***
4. Mr. Gene Shelton	DSN 927-7001, x6515	***sheltong@atsc.army.mil***

A.2 Technical

For information/assistance with database problems or non-functional system problems, contact the CONUS-TNSOC Help Desk at (800) 305-3036, DSN 879-6798/6858/2572.

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APPENDIX B: SOFTWARE INSTALLATION PROCEDURES

B.1 Installation of AIMS-PC Software

Downloading the Files: You will need to download the new AIMS-PC files from the AIMS-PC web site. The AIMS-PC update should be stored and accessed from the local area network at each installation (or copied to a CD-ROM) rather than downloaded from the web for each individual user.

Getting started: If you are installing on a workstation that had AIMS-PC version 1 installed and operational, skip to Section B.1.3. If you are installing on a workstation that was not previously set up and configured for AIMS-PC, you will first need to install and configure Oracle, as described in Sections B.1.1 and B.1.2.

B.1.1 Install ORACLE 7.3.3 (32-bit) Client Software

If you do not already have the Oracle client software loaded on the PC, perform the following instructions depending on the PC operating system (NOTE: These steps require the CD that was issued with AIMS-PC version 1.):

Windows NT:

Step 1: Insert the AIMS-PC version 1 CD-ROM.

Step 2: Locate the following folder on the CD <cd-rom drive_letter>:\Oracle.

Step 3: Double-click on the Oracle Installation application called: ***setup.exe***

Step 4: Click the ***OK*** button to accept the default value of **English**.

Step 5: For the path, enter **C:\ORANT**.

Step 6: Click ***OK***.

From the Oracle7 Client window do:

Step 7: Select ***Custom Installation***.

Step 8: Click the OK button to proceed.

Step 9: Select ***Oracle Networking Product*** from the list and click ***Install***.

Step 10: Choose ***SQL *Net Client 2.3.3.0.0*** and click ***OK***.

Step 11: Choose ***Oracle TCP/IP Adapter 2.3.3.0.0***, and click ***OK***.

Step 12: Wait while the install completes, click ***OK*** on installation complete, click ***Exit***, and then click ***Yes***.

Step 13: Reboot when prompted or click ***START → Shutdown → Restart***.

Windows 95/98:

Step 1: Insert the AIMS-PC version 1 CD-ROM.

Step 2: Locate the following folder on the CD <cd-rom drive_letter>:\Oracle.

Step 3: Double-click on the Oracle Installation application called: ***setup.exe***

Step 4: Click the ***OK*** button to accept the default value of **English**.

Step 5: Accept the default Oracle folder.

Step 6: Click ***OK***.

From the Oracle7 Client window do:

Step 7: Click ***Custom Installation***.

Step 8: Click ***OK***.

Step 9: Choose ***SQL *Net Client 2.3.3.0.0*** and click ***Install***.

Step 10: Select ***TCP/IP***, and click ***OK***.

Step 11: Wait while the install completes, click ***OK*** on installation complete, click ***Exit***, and then click ***Yes***.

Step 12: Reboot when prompted or click ***START* → *Shutdown* → *Restart***.

B.1.2 ORACLE 7.3.3 Configuration

NOTE: Server names and server database instance names for each installation are included at the end of Appendix B.

Step 1: Click on ***START*** and select ***Programs* → *Oracle for Windows NT* → *SQL Net Easy Configuration***.

Step 2: FOR A PC TO BE USED FOR AIMS-PC TRAINING ONLY:

- Select ***Add Database Alias*** and click ***OK***.
- When prompted for the Database Alias, enter ***training*** and click ***OK***.
- When prompted for the TCP/IP Host Name, enter the database server name for your installation and, for Database Instance, enter ***training***.
- Verify the information you input is correct and click ***YES***.
- Select ***Exit SQL Net Easy Configuration*** and click ***OK***.
- Click ***OK*** again to exit.

Step 3: FOR A LIVE AIMS-PC USER PC (i.e. PC IS NOT USED FOR AIMS-PC TRAINING):

- Select ***Add Database Alias*** and click ***OK***.
- When prompted for the Database Alias, enter ***aimspc*** and click ***OK***.
- When prompted for the TCP/IP Host Name, enter the database server name for your installation and, for Database Instance, enter ***aimspc***.
- Verify the information you input is correct and click ***YES***.
- Select ***Exit SQL Net Easy Configuration*** and click ***OK***.
- Click ***OK*** again to exit.

B.1.3 Install / Re-install AIMS-PC

Follow the steps below to install the AIMS-PC. It is best to uninstall any older versions of the AIMS-PC before installing a newer version.

Step 1: Insert the AIMS-PC CD, if you produced one, or go to the location where the downloaded application is stored locally and double-click on **Setup**. It is best to make sure that no other Windows applications are running at the same time as the AIMS-PC setup. If you are upgrading from a previous version of the AIMS-PC, skip to step 4.

Step 2: The AIMS-PC welcome screen will appear.

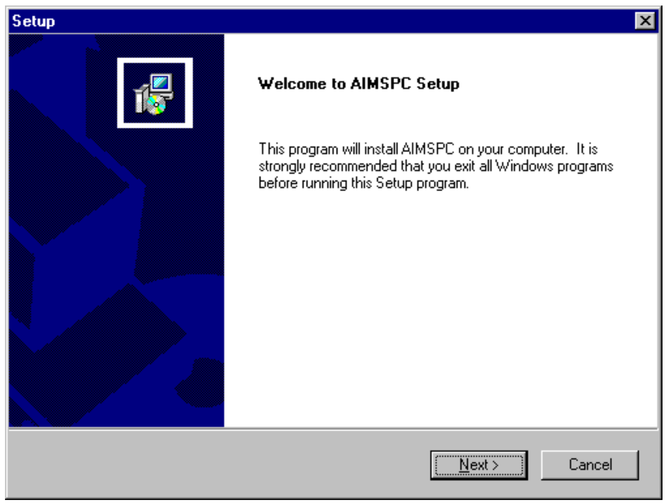

Figure B-1: AIMS-PC Welcome Screen

Click the ***Next*** button to continue.

Step 3: The installation application will ask you where to install the AIMS-PC. Select the default folder indicated.

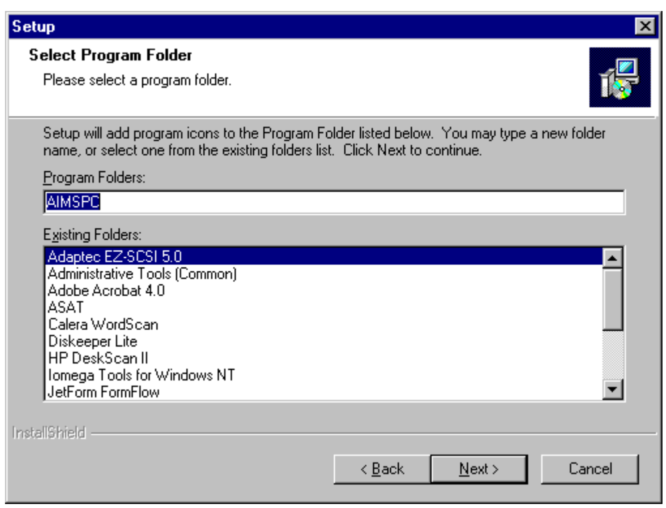

Figure B-2: Select Program Folder

Click the ***Next*** button to continue. Skip to step 6 for the rest of the installation.

Step 4: A ***Confirm File Deletion*** dialog box will appear asking if you wish to remove the old application.

Figure B-3: Confirm File Deletion

Step 5: Click the ***OK*** button to continue. Any older versions of the AIMS-PC will be removed.

Step 6: The AIMS-PC will begin to be installed. A meter will track the progress of the installation. Once the AIMS-PC is completely installed, the registry will be updated, and a confirmation dialog box will appear stating that the AIMS_PC.reg has been successfully entered into the registry.

Figure B-4: Registry Editor

Step 7: Click the ***OK*** button to continue.

Step 8: The ***Maintenance Complete*** screen will appear.

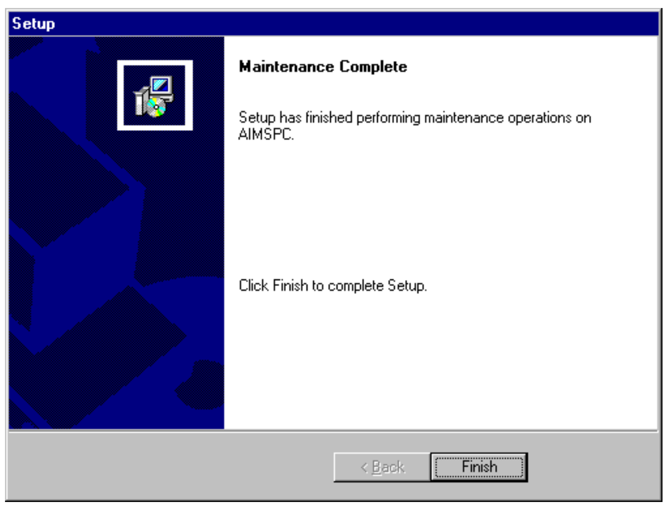

Figure B-5: Setup Complete

Step 9: Click ***Finish*** to complete the AIMS-PC installation.

B.2 Installation Specific Information

The following information is specific to each installation.

B.2.1 Data Server Host Names

Site	Data Server Host Name
APG	fs5-316.aberdeen.army.mil
Benning	fs5-358.benning.army.mil
Bliss	fs5-5800.army.mil
Bragg	fs5-8-1216.bragg.army.mil
Campbell	fs5-7541.campbell.army.mil
Drum	fs5-10690.drum.army.mil
Eustis	fs5-665.eustis.army.mil
Gordon	fs5-29610.gordon.army.mil
Hood	fs5-13.hood.army.mil
Huachuca	fs5-61801.huachuca.army.mil
Jackson	fs5-3390.jackson.army.mil
Knox	fs5-1227.knox.army.mil
Leavenworth	fs5-136.leavenworth.army.mil
Lee	fs5-8045.lee.army.mil
Leonard Wood	Fs5-404.leonardwood.army.mil
Lewis	fs5-2140.lewis.army.mil
Polk	fs5-330.polk.army.mil
Redstone Arsenal	fs5-5300.redstone.army.mil
Rucker	fs5-141.rucker.army.mil
Sam Houston	fs5-4190.samhouston.army.mil
Shafter	fs5-220.hawaii.army.mil
Sill	fs5-462.sill.army.mil
Stewart	fs5-3.stewart.army.mil

B.2.2 Oracle SID Names

- Actual Production Database: ***aimspc***.
- Training Database: ***training***.

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APPENDIX C: ATRRS INTERFACE INSTRUCTIONS

The Army Training Requirements and Resource System (ATRRS) is the Army standard system for planning, programming, budgeting, and execution of institutionalized individual training. A formal System Interface Agreement (SIA) between AIMS-PC and ATRRS is in development. AIMS-PC uses course, class, and reservation data from ATRRS. There is currently no data transferred from AIMS-PC to ATRRS.

> **NOTE**: To download files from ATRRS, the user must have an ATRRS user ID and password! If the user does not have ATRRS Internet connection software (QWS3270), download it from the ATRRS web site at http://www.atrrs.army.mil/.

Step 1: Create a folder on your PC called C:\ATRRS. Downloaded data files from ATRRS for course, class, and student reservation data should be placed in this folder.

Step 2: Start **QWS3270**.

A ***Connect*** dialog box will appear.

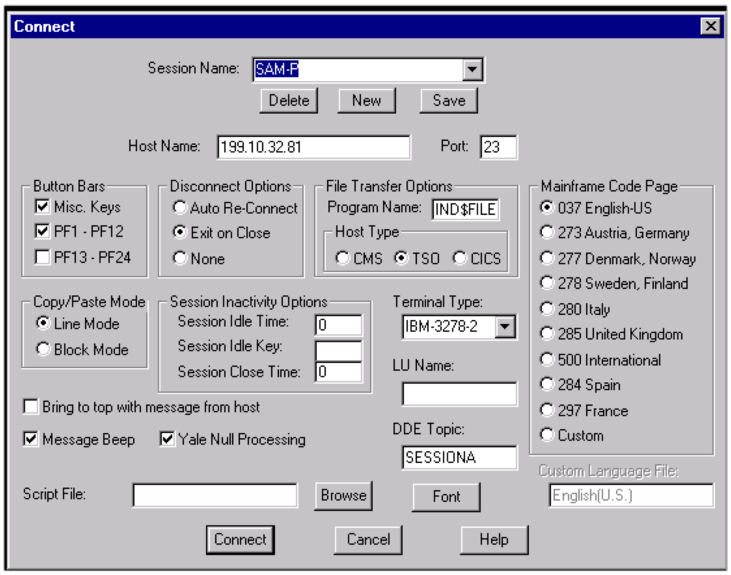


Figure C-1: ATRRS Connect

Step 3: Enter the appropriate information in the ***Connect*** dialog box. Use the default values, unless noted otherwise in the list below:

Session Name	Use either the default value, or create a new name.
Host Name	Enter *199.01.32.81*.
File Transfer Options	Check to ensure correct information is shown.
Program Name	*IND$FILE*
Host Type	TSO

Step 4: Click the ***Connect*** button.

The connection will be made, and a government-warning screen will appear.

Step 5: Read the warning, type ***Y*** to accept, and press **[Enter]**.

Step 6: At the next screen, place the cursor on the line to the left of ***PEN2*** and enter, or click on the ***PF2*** button on the lower toolbar.

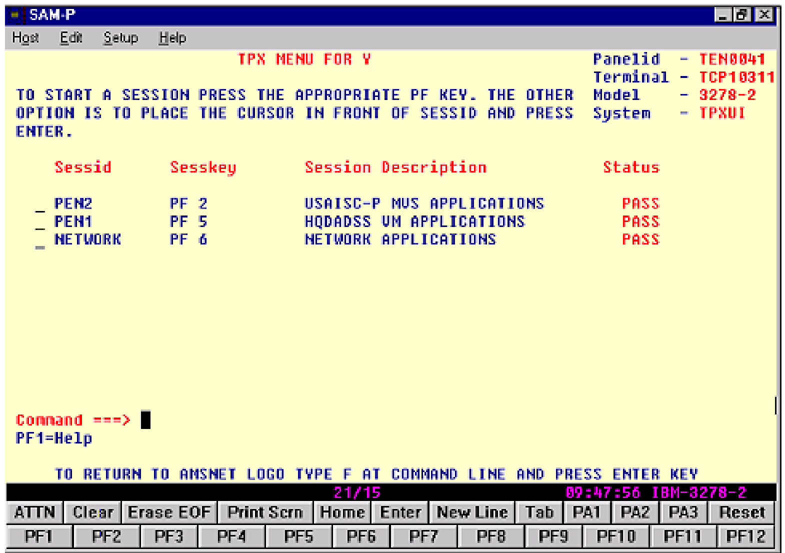


Figure C-2: Session Selection

Step 7: The NISA (formally SAMNET) login screen will appear. Enter your ATRRS user ID and password, and press the **[Enter]** key.

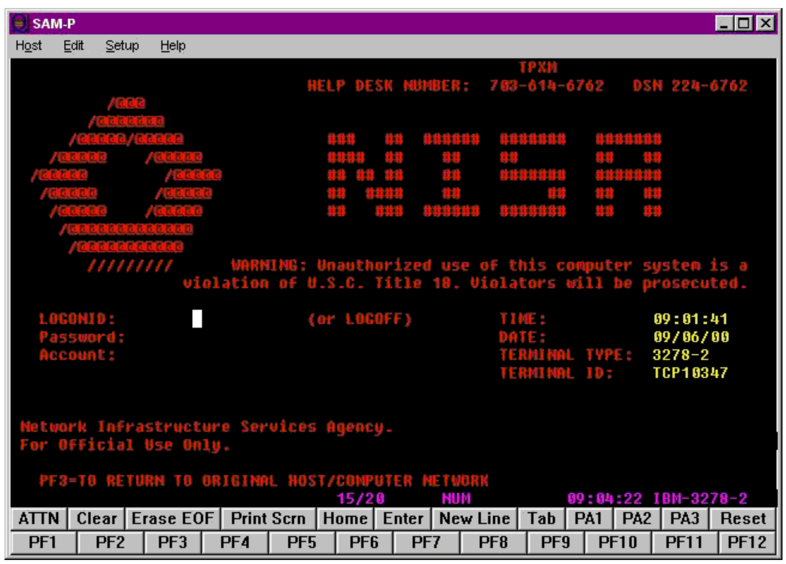


Figure C-3: ATRRS Login

Step 8: At the next screen, place the cursor on the line to the left of *TSO1* and press the **[Enter]** key.

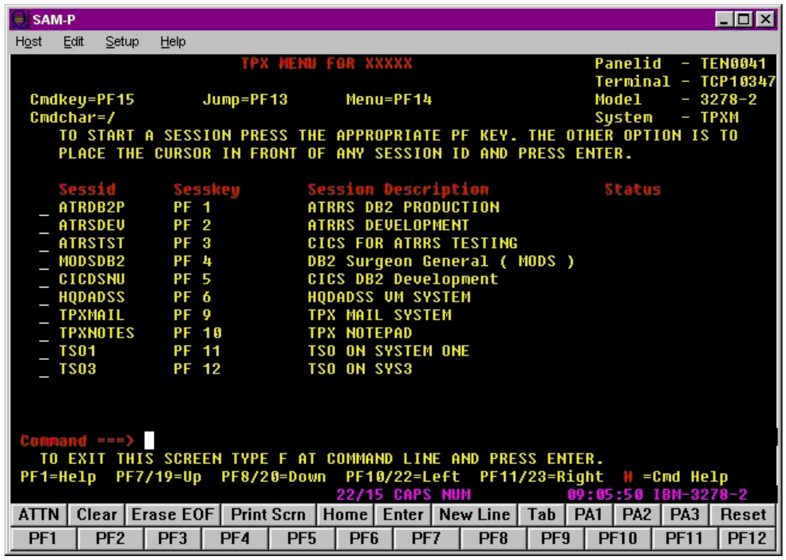


Figure C-4: TSO Session Selection

Step 9: The window will display the word ***READY***. Type in "ATRRSAIM", and press **[Enter]**.

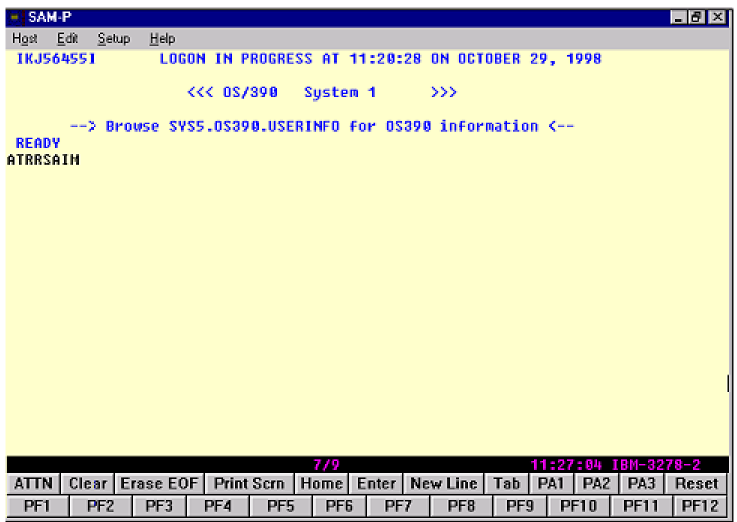
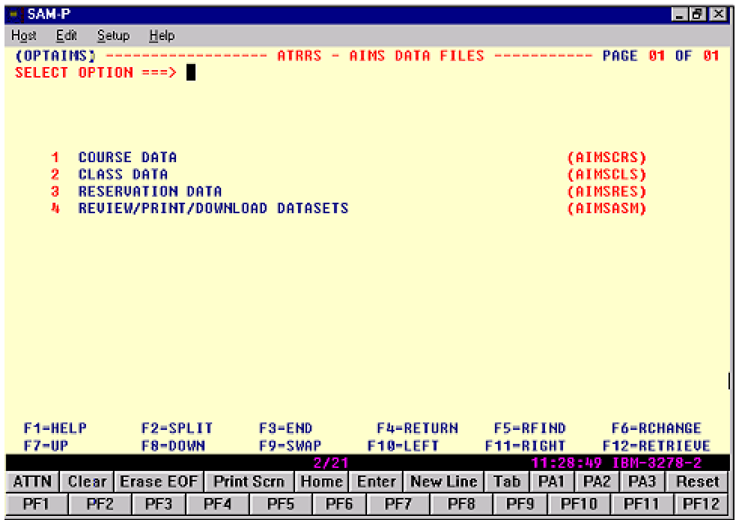


Figure C-5: ATRRS Process Selection

Step 10: The next screen displays options for which files to select. AIMS-PC uses course, class, and reservation data. Type the number at the prompt of the option to download, and press **[Enter]**.



NOTE: If the user would like to download all three data files, he/she will have to create them one at a time.

Figure C-6: ATRRS Data Selection

Step 11: The next screen will appear and will vary depending which option was selected in step 10.

- For course or class data, the screens look alike. Enter the fiscal year and school codes for the data to download, and press **[Enter]**.

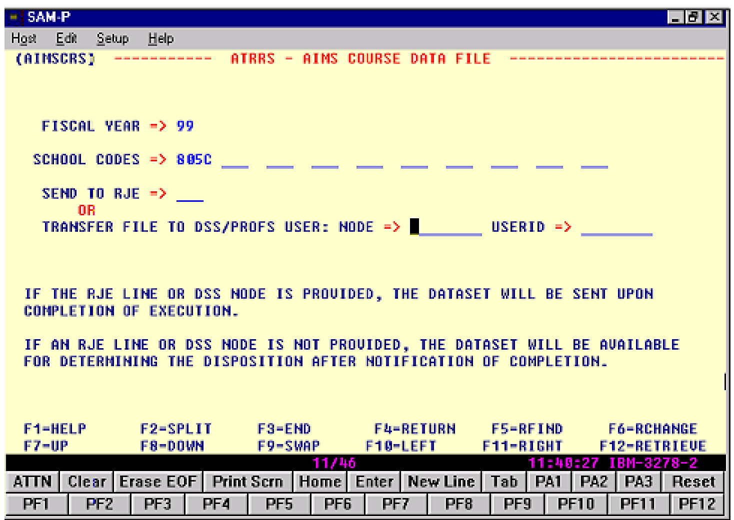


Figure C-7: ATRRS Course Data File

- For reservation data, enter the appropriate dates and school code, and press **[Enter]**.

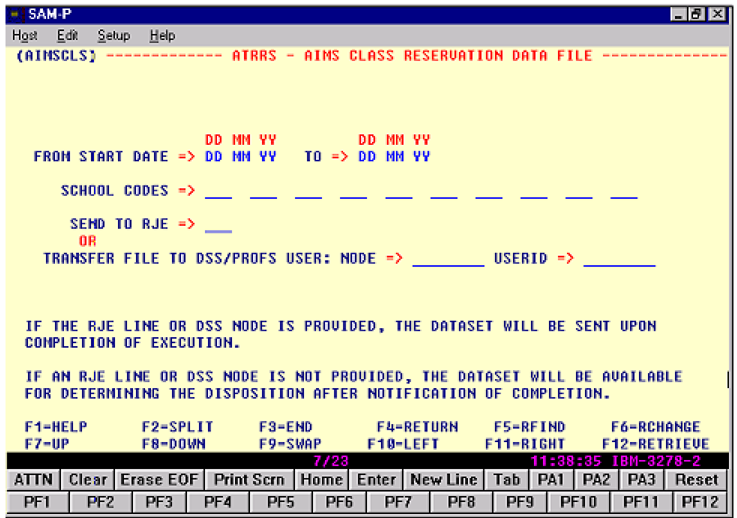


Figure C-8: ATRRS Reservation Data File

> **NOTE**: Use the current date for the start date to avoid overwriting student data that may have been previously corrected / changed.

Step 12: The system will display an information screen once the job has been submitted. Once it displays three asterisks (***), select ***Clear*** from the bottom tool bar. The dataset name for the file will be displayed.

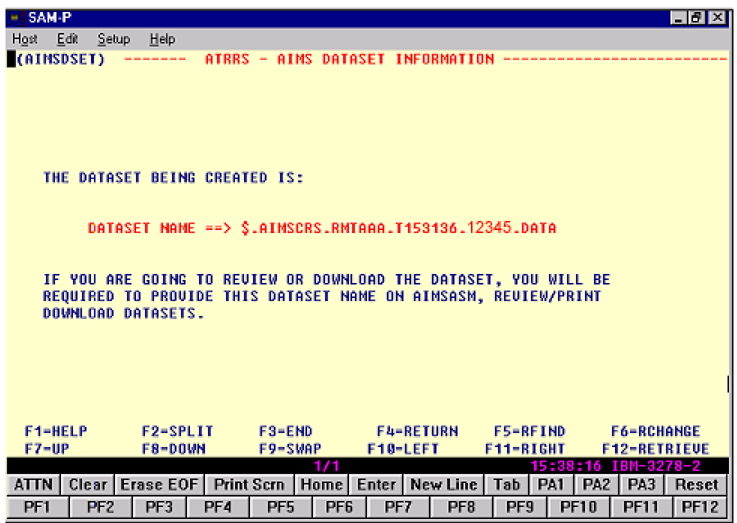


Figure C-9: Dataset Name

At this point, copy down the dataset name. This information will be needed to download the data. Once you are finished, select ***F3.*** You should now be back at the data selection screen.

You can either select another report to print or select option *4* (***Review/Print/Download Datasets***) and select ***Enter***.

> **NOTE**: You may have to click on ***Clear*** to get to this screen, if it does not come up after selecting ***F3.***
>
> You can create all three datasets before downloading, but be sure to copy down each dataset name. To create another report, repeat steps 10 - 12.

Step 13: The report disposition screen will appear. Type in ***Y*** at the option prompt and select ***Enter***.

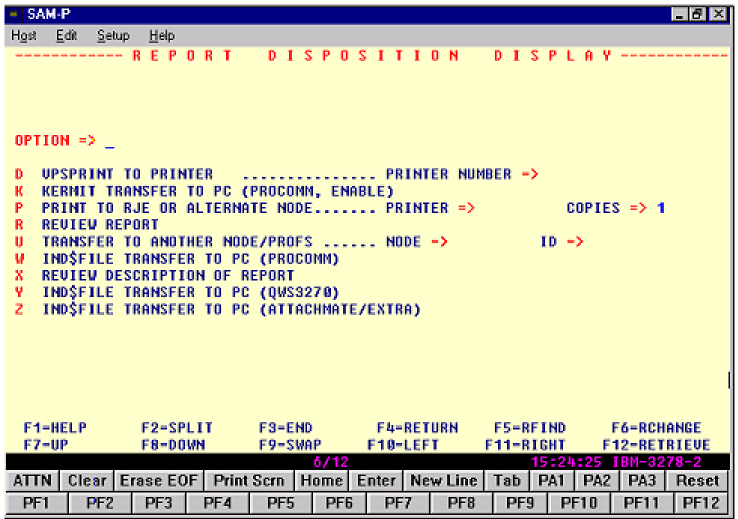


Figure C-10: Report Disposition Display

Step 14: An information screen will appear listing the parameters to use for downloading. After reading the instructions, press **[Enter]**.

Step 15: The ***Review/Print/Download Datasets*** screen will appear. Paste (if the copy function was used to capture the dataset name) or enter the dataset name reported earlier.

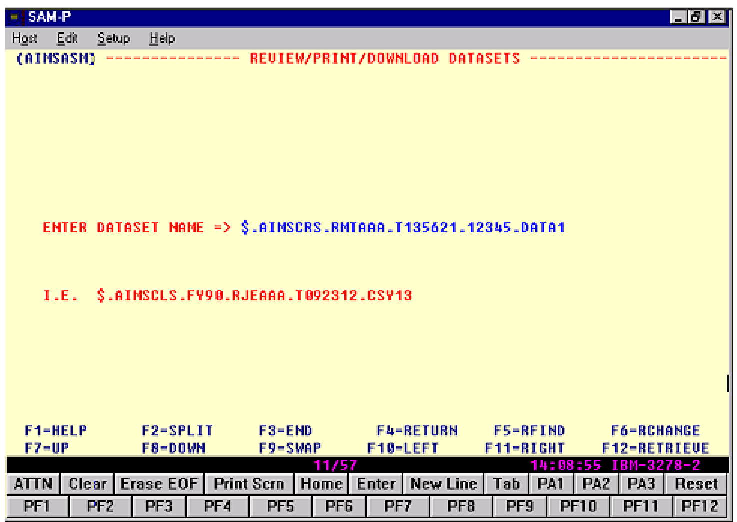


Figure C-11: Dataset Selection

Step 16: Select ***Enter***.

Step 17: The ***TSO Command Processor*** screen will appear. From the menu bar, select ***Host*** ➙ ***Download File***.

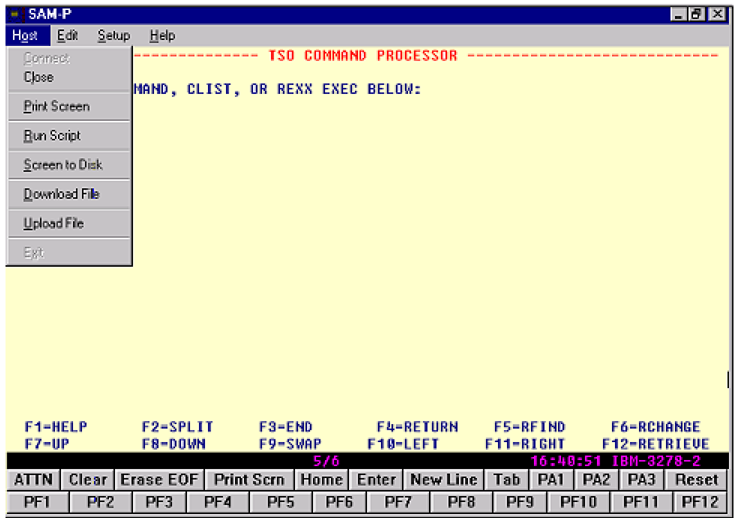


Figure C-12: TSO Command Processor

Step 18: The **Download File** dialog box will appear. Type in the location and file name for storing the file on your PC.

Step 19: Select ***OK***.

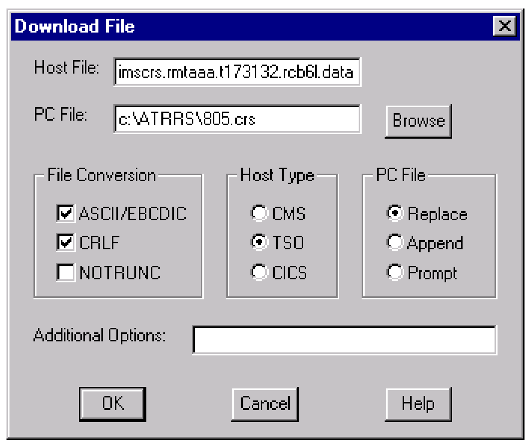


Figure C-13: Download File

NOTE: If you always download the same school files, name the files **crs.dat** (course data), **cls.dat** (class data), and **res.dat** (reservation data), respectively. The download will overwrite existing files with the same name. Ensure that ***File Conversion*** is set to ***ASCII/EBCDIC***, ***Host Type*** is set to ***TSO***, and ***PC File*** is set to ***Replace***.

Step 20: A file transfer dialog box will appear when the transfer is complete. Click ***Exit*** to close the dialog box. You can then elect to download another dataset, or if finished, exit **QWS3270**. You are now ready to import the data into AIMS-PC.

Step 21: Log into AIMS-PC and choose ***Tools → Interface Agreements***.

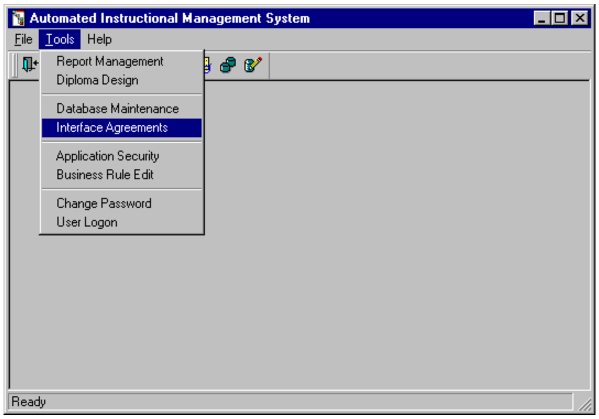


Figure C-14: Interface Agreements

Step 22: Click the + sign in front of ATRRS to expand the tree view. Click one of the import files to bring up the file's information.

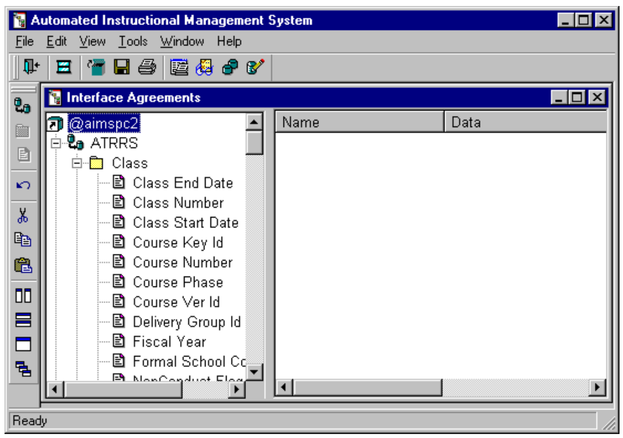


Figure C-15: File Information

Step 23: Specify where each log file is to be stored.

Step 24: Double-click on the ***Log File Name*** in the ***Name*** column.

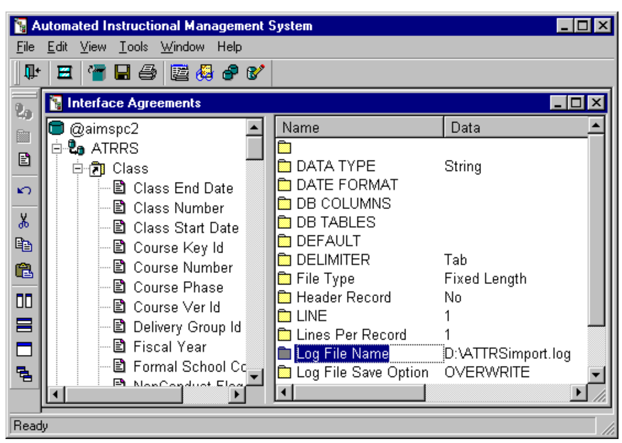


Figure C-16: Log File Name

Step 25: A ***Select Log File Name*** dialog box will appear. Designate where to store the log file, and select ***Save***.

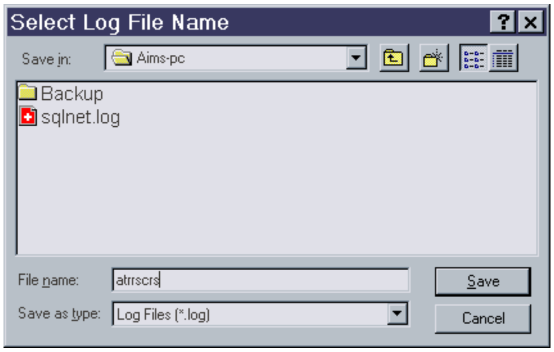


Figure C-17: Select Log File Name

NOTE: You must have an existing file in order for the log file to save. If you do not already have one, create one using Windows Notepad. Save a file with the specified name and one or two words of data. Since the ***Log File Save*** option is set to "***Overwrite***", the log file will overwrite any existing information when it is saved.

You are now ready to begin the import.

Step 26: In the tree view, right-click on the file to import (i.e., *Course*.) Select ***Import….***

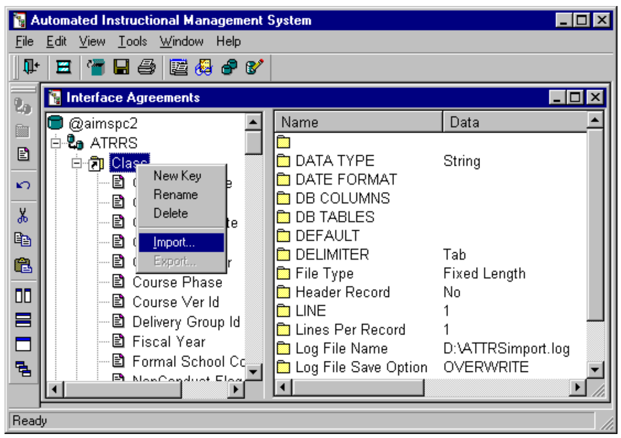


Figure C-18: File Information

NOTE: ATRRS files must be imported in the following order: ***Course***, ***Class***, and ***Student***. Courses must exist in the system in order to import classes. Classes must exist in the system in order to import student reservations.

Step 27: A **caution** dialog box will appear, asking if you want to close other windows. Select ***Yes*** or ***No*** as applicable.

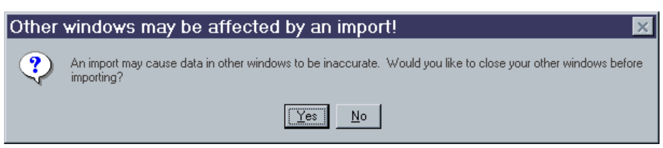


Figure C-19: Import Warning

Step 28: A ***Select a File to Import*** dialog box will appear. Click on the file to import into AIMS-PC and click the ***Open*** button.

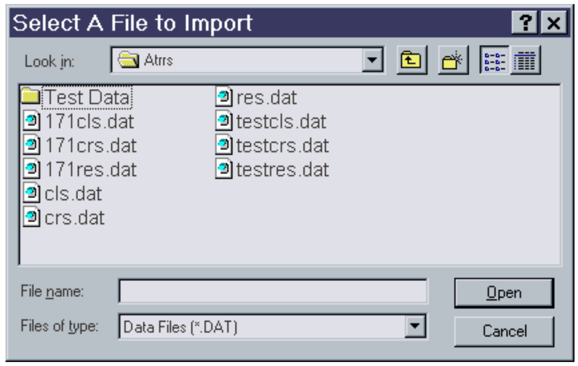


Figure C-20: Select Import File

Step 29: A progress bar will appear to track the import. When the import is complete, check the log file to determine if the import functioned properly.

Step 30: Repeat these steps with the other ATRRS files.

WARNING!: After importing course data, it is important to check that each course version has an implementation date and that it is correct for the each listed course version. The AIMS-PC uses the course implementation date and the starting date of the class to determine which version of the course the selected class uses. Course versions with no or incorrect implementation dates will not have classes attached to them correctly when the class data is loaded into the AIMS-PC. Be sure to create or update any course versions that are needed and ensure that at least one version of each course shows a status of 'Implemented'.

APPENDIX D: USER ROLES AND PERMISSIONS

D.1 Application Security

The ***Application Security*** tool provides FAs with the ability to set individual user privileges in the AIMS-PC system. The FA can restrict user access to specific functions, courses, classes, and database tables; as well as, add / delete new users and change user passwords. To access the ***Application Security*** property sheet, select the ***Application Security*** option on the ***Tools*** menu. Once selected, an ***Application Security*** property sheet will appear. This property sheet provides users with seven tab options: **Application**, **Course**, **Class**, **Database**, **Access Roles**, **Users** and **Grant Roles**.

NOTE: The ***Application Security*** tool is only accessible when all the functional views and tools are closed.

D.1.1 Application Security – Application Tab

The **Application** tab (see Figure D-1) provides FAs with the ability to modify user privileges for the AIMS-PC functions. The FA can enable or disable specific AIMS-PC functions based on the individual user. Access is granted to the user by moving the function name from the ***Disabled*** pick list to the ***Enabled*** pick list. Access is denied to the user by moving the function name from the ***Enabled*** pick list to the ***Disabled*** pick list.

WARNING!: Be careful when disabling objects using the **Application** tab. If all menu objects associated with a particular view are disabled, the user will not be able to access anything within that view, including another view.

The **Application** tab provides an FA with the option to work with menu objects, window objects, or all objects. Menu objects define what functions are active on a user's menu. Window objects specify what tabs a user can see on the different property sheets.

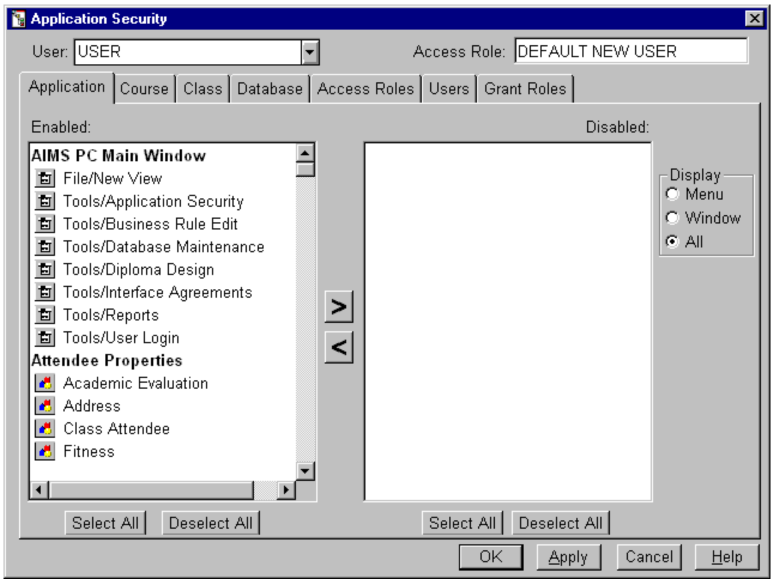


Figure D-1: Application Security – Application Tab

To enable or disable functions for a particular user:

Step 1: Select ***Tools*** ➔ ***Application Security***.

Step 2: Click the **Application** tab, if necessary.

Step 3: Select an existing user from the ***User*** drop-down list. The ***Disabled*** and ***Enabled*** pick lists are updated with values that correspond to the selected user. The user's currently assigned access role will appear in the ***Access Role*** field.

Step 4: Select ***Menu***, ***Window***, or ***All*** from the ***Display*** box located on the right side of the tab. This will determine what types of objects are displayed in the ***Enabled*** and ***Disabled*** pick lists.

Step 5: **To grant access to object(s):**

Select the object(s) to which the user is to be granted access that are currently in the ***Disabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected object(s).

Click the < arrow button to move the selected object(s) from the ***Disabled*** pick list to the ***Enabled*** pick list.

To revoke access to object(s):

Select the object(s) to which the user is not to be granted access that are currently in the ***Enabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected object(s).

Click the > arrow button to move the selected object(s) from the ***Enabled*** pick list to the ***Disabled*** pick list.

Step 6: Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

A ***Changes Not Saved*** dialog box will appear asking, "***There are unsaved changes for the current access role. Would you like to save them?***" Click ***Yes*** to save the changes. Click ***No*** to close the property sheet without saving any changes. Click the ***Cancel*** button to close the dialog box and continue editing the current user.

D.1.2 Application Security – Course Tab

The **Course** tab (see Figure D-2) provides FAs with the ability to set a user's access to specific courses. The FA can grant or revoke a user's privileges based on the courses with which he or she is directly involved. The AIMS-PC system contains data on every course used for training, but in most cases, a user only needs access to a few courses within a single school. Access is granted to a user by moving the course name from the ***Remaining*** pick list to the ***Granted*** pick list. Access to a course is revoked by moving the course from the ***Granted*** pick list to the ***Remaining*** pick list.

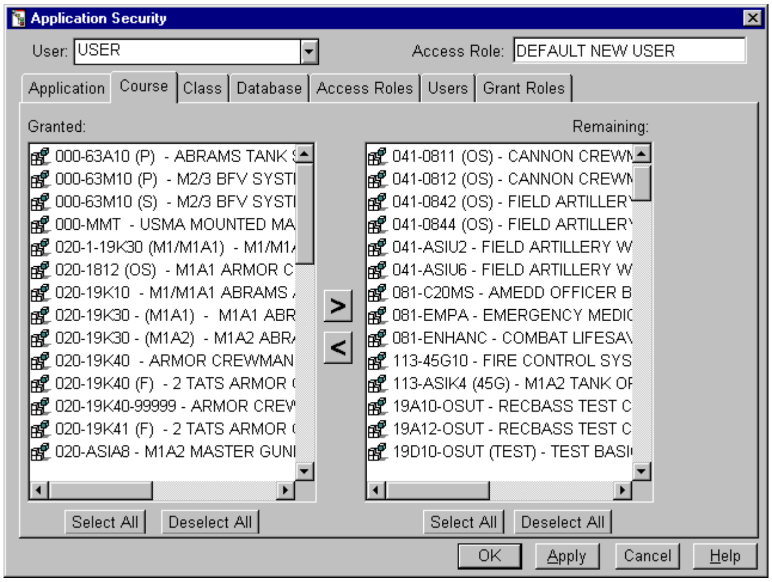


Figure D-2: Application Security – Course Tab

To enable or disable a user's access to a particular course:

Step 1: Select ***Tools → Application Security***.

Step 2: Click the **Course** tab.

Step 3: Select an existing user from the ***User*** drop-down list. The ***Remaining*** and ***Granted*** pick lists are updated with values that correspond to the selected user. The user's currently assigned access role will appear in the ***Access Role*** field.

Step 4: **To grant access to course(s):**

Select the course(s) to which the user is to be granted access that are currently in the ***Remaining*** list. Use the standard Windows selection methods to select more than one course on the list. The user can also click the ***Select All*** button to select all of the courses in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected course(s).

Click the  arrow button to move the selected course(s) from the ***Remaining*** pick list to the ***Granted*** pick list.

To revoke access to course(s):

Select the course(s) to which the user is not to be granted access that are currently in the ***Granted*** list. Use the standard Windows selection methods to select more than one course on the list. The user can also click the ***Select All*** button to select all of the courses in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected course(s).

Click the  arrow button to move the selected course(s) from the ***Granted*** pick list to the ***Remaining*** pick list.

Step 5: Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

D.1.3 Application Security – Class Tab

The **Class** tab (see Figure D-3) provides FAs with the ability to set a user's access to specific classes. The FA can grant or revoke a user's privileges based on the classes with which they are directly involved. Access is granted to a user by moving the class name from the ***Remaining*** pick list to the ***Granted*** pick list. Access to a class is revoked by moving the class from the ***Granted*** pick list to the ***Remaining*** pick list.

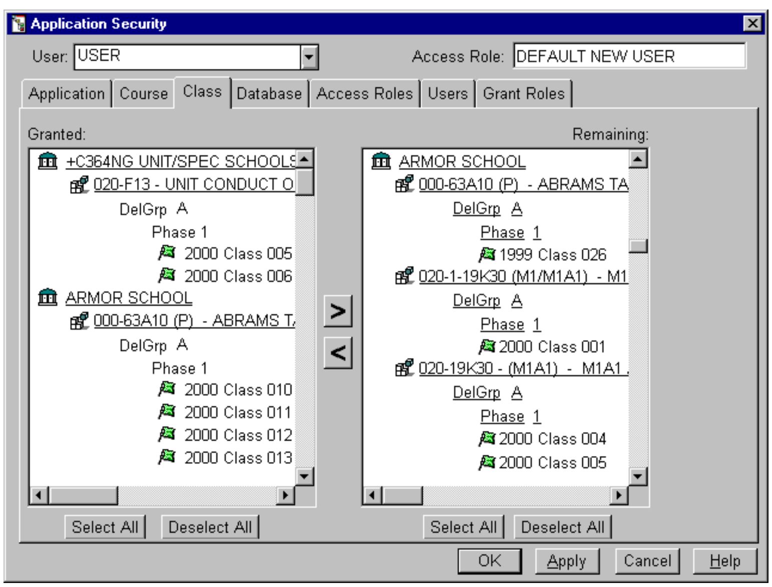


Figure D-3: Application Security – Class Tab

To enable or disable a user's access to a particular class:

Step 1: Select ***Tools → Application Security***.

Step 2: Click the **Class** tab.

Step 3: Select an existing user from the ***User*** drop-down list. The ***Remaining*** and ***Granted*** pick lists are updated with values that correspond to the selected user. The user's currently assigned access role will appear in the ***Access Role*** field.

Step 4: **To grant access to class(es):**

Select the class(es) to which the user is to be granted access that are currently in the ***Remaining*** list. Use the standard Windows selection methods to select more than one class on the list. The user can also click the ***Select All*** button to select all of the classes in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected class(es).

Click the < arrow button to move the selected class(es) from the ***Remaining*** pick list to the ***Granted*** pick list.

To revoke access to class(es):

Select the class(es) to which the user is not to be granted access that are currently in the ***Granted*** list. Use the standard Windows selection methods to select more than one class on the list. The user can also click the ***Select All*** button to select all of the classes in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected class(es).

Click the > arrow button to move the selected class(es) from the ***Granted*** pick list to the ***Remaining*** pick list.

Step 5: Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

D.1.4 Application Security – Database Tab

The **Database** tab (see Figure D-4) provides FAs with the ability to assign a specific user role to a user. The user will only have privileges to the portion of the system granted to the assigned user role. Access to a database role is granted by moving the database role from the ***Remaining*** pick list to the ***Granted*** pick list. Access is denied by moving the database role from the ***Granted*** pick list to the ***Remaining*** pick list. The standard role for most users is AIMSPC_USER. Administrators require AIMSPC_ADMIN privileges.

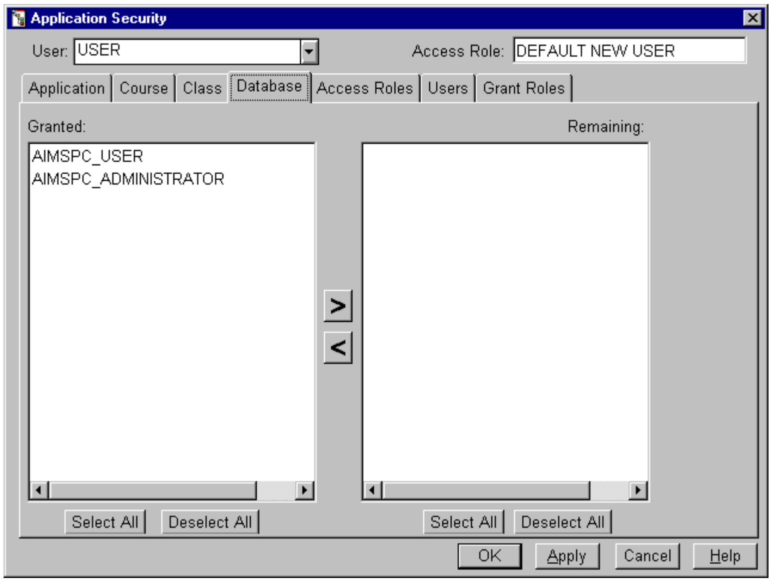


Figure D-4: Application Security – Database Tab

NOTE: FAs do not need to be assigned both roles. The user functionality is included in the **ADMIN** role.

To assign a specific role to a user:

Step 1: Select ***Tools*** ➔ ***Application Security***.

Step 2: Click the **Database** tab.

Step 3: Select an existing user from the ***User*** drop-down list. The ***Remaining*** and ***Granted*** pick lists are updated with values that correspond to the selected user. The user's currently assigned access role will appear in the ***Access Role*** field.

Step 4: **To grant access to database role(s):**

Select the database role(s) to which the user is to be granted access that are currently in the ***Remaining*** list. Use the standard Windows selection methods to select more than one database role on the list. The user can also click the ***Select All*** button to select all of the database roles in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected database role(s).

Click the  arrow button to move the selected database role(s) from the ***Remaining*** pick list to the ***Granted*** pick list.

To revoke access to database role(s):

Select the database role(s) to which the user is not to be granted access that are currently in the ***Granted*** list. Use the standard Windows selection methods to select more than one database role on the list. The user can also click the ***Select All*** button to select all of the database roles in the selected pick list. Click the ***Deselect All*** button to un-highlight any currently selected database role(s).

Click the > arrow button to move the selected database role(s) from the ***Granted*** pick list to the ***Remaining*** pick list.

Step 5: Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

D.1.5 Application Security – Access Roles Tab

The **Access Roles** tab (see Figure D-5) provides FAs with the ability to assign specific menu and window objects to an Access Role. By creating a basic template for each access role, the FA can quickly and easily grant a user specific privledges to the system by assigning the user a predefined access role. For example, all users are granted permission to basic window and menu objects within the system, therefore an FA can define an access role with those priviledges to assign every new user entered into the system. This prevents the tedious task of individually assigning each window and menu object to every new user. The FA can modify an access role at any time; however, any modifications made will not be reflected in an individual user who has already been assigned to that role.

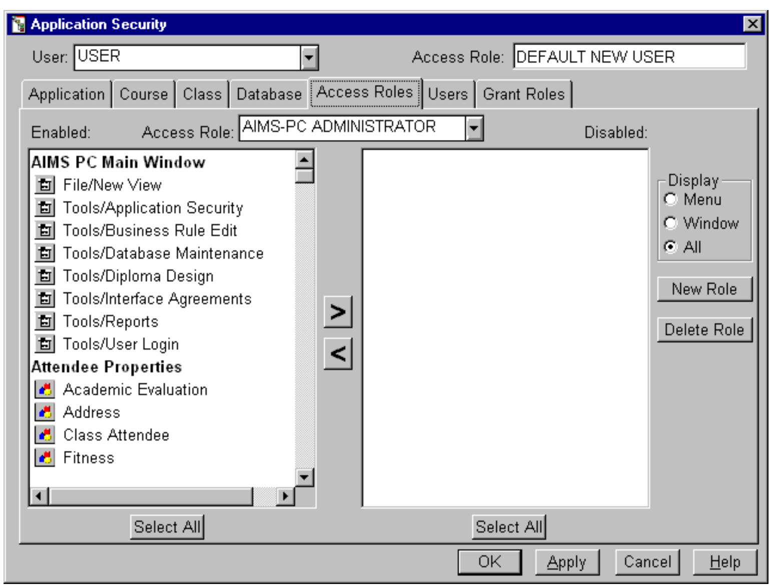


Figure D-5: Application Security – Access Roles Tab

To create a New Access Role:

Step 1: Select ***Tools → Application Security***.

Step 2: Click the **Access Role** tab.

Step 3: Click the ***New Role*** button.

The ***New Access Role*** dialog box will appear.

Step 4: Enter the name of the new ***Access Role*** in the text box.

Step 5: Click the ***OK*** button to accept the new Access Role name.

OR

Click ***Cancel*** to exit without creating a new Access Role. Once accepted the new Access Role can be modified as needed.

Step 6: Select either: ***Menu***, ***Window***, or ***All*** from the ***Display*** box located on the right side of the property sheet. This will determine what types of objects are displayed in the ***Enabled*** and ***Disabled*** pick lists.

Step 7: **To grant access to object(s) for the Access Role:**

Select the object(s) to which the access role is to be granted access that are currently in the ***Disabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list.

Click the < arrow button to move the selected object(s) from the ***Disabled*** pick list to the ***Enabled*** pick list.

To revoke access to object(s) for the Access Role:

Select the object(s) to which the access role is not to be granted access that are currently in the ***Enabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list.

Click the > arrow button to move the selected object(s) from the ***Enabled*** pick list to the ***Disabled*** pick list.

Step 8: Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

To modify an Existing Access Role:

Step 1: Select ***Tools → Application Security***.

Step 2: Click the **Access Role** tab.

Step 3: Select the Access Role you wish to modify from the ***Access Role*** drop-down list.

Step 4: Select either: ***Menu***, ***Window***, or ***All*** from the ***Display*** box located on the right side of the property sheet. This will determine what types of objects are displayed in the ***Enabled*** and ***Disabled*** pick lists.

Step 5: **To grant access to object(s) for the Access Role:**

Select the object(s) to which the access role is to be granted access that are currently in the ***Disabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list.

Click the < arrow button to move the selected object(s) from the ***Disabled*** pick list to the ***Enabled*** pick list.

To revoke access to object(s) for the Access Role:

Select the object(s) to which the access role is not to be granted access that are currently in the ***Enabled*** list. Use the standard Windows selection methods to select more than one object on the list. The user can also click the ***Select All*** button to select all of the objects in the selected pick list.

Click the > arrow button to move the selected object(s) from the ***Enabled*** pick list to the ***Disabled*** pick list.

Step 6: Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

To delete an Existing Access Role:

Step 1: Select ***Tools → Application Security***.

Step 2: Click the **Access Role** tab.

Step 3: Select the ***Access Role*** you wish to delete from the ***Access Role*** drop-down list.

Step 4: Click the ***Delete Role*** button.

A confirmation box will appear asking, "***You are about to delete a role template. If you press Yes, this will be done immediately. Are you sure you wish to proceed?***"

Step 5: Click ***Yes*** to delete the Access Role.

OR

Click ***No*** to cancel the deletion.

There are five standard access roles that are loaded into each new AIMS-PC database. These access roles and their preloaded functions are listed in the chart below:

Standard Access Role	Standard Functions
AIMS-PC Administrator	All AIMS-PC functions.
Database Administrator	***Main***, ***Database Maintenance***, and ***Interface Agreements*** functions.
Default New User	Most views and ***Student Management*** functions.
Instructor	***Class*** and ***Student Management*** functions.
Registrar	***Student Management*** functions.

D.1.6 Application Security – Users Tab

The **Users** tab (see Figure D-6) provides FAs with the ability to add new users to the system, delete existing users, or change the password of existing users.

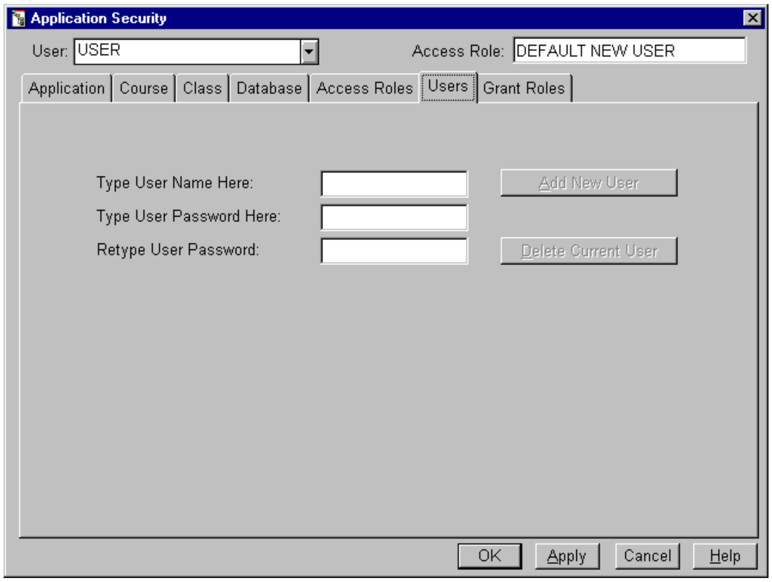


Figure D-6: Application Security – Users Tab

To add a new user to the AIMS-PC:

Step 1: Select ***Tools*** ➙ ***Application Security***.

Step 2: Click the **Users** tab in the ***Application Security*** property sheet. The **Users** tab options will display up front.

Step 3: Type the new user's name in the text box.

Step 4: Type the new user's password in the text box.

Step 5: Retype the new user's password for verification.

Step 6: Click the ***Add New User*** button to add the new user to the system. Once the new user is saved to the database, his or her access roles must be set, as well as any additional privileges needed.

Step 7: Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

To remove a user from the AIMS-PC:

Step 1: Select ***Tools*** ➙ ***Application Security***.

Step 2: Click the **Users** tab in the ***Application Security*** property sheet. The **Users** tab options will display up front.

Step 3: Select the user to be deleted from the ***User*** drop-down list.

Step 4: Click the ***Delete Current User*** button to delete the selected user.

The user will then be removed from the AIMS-PC user list.

Step 5: Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

To change a current user's password:

Step 1: Select ***Tools*** ➙ ***Application Security***.

Step 2: Click the **Users** tab in the ***Application Security*** property sheet. The **Users** tab options will display up front.

Step 3: Select the user whose password is to be changed from the ***User*** drop-down list.

Step 4: Type the new password in the first password text box.

Step 5: Re-type the new password in the second password text box to verify it.

Step 6: Click the ***Change User Password*** button to change the user's password.

Step 7: Click the ***Apply*** button to save the modified data.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without making any changes.

D.1.7 Application Security – Grant Roles Tab

The **Grant Roles** tab (see Figure D-7) provides FAs with the ability to assign each user a predefined access role, as defined on the **Access Role** tab. If the access role a user is assigned is modified, the user will need to be reassigned that access role for the changes to take affect.

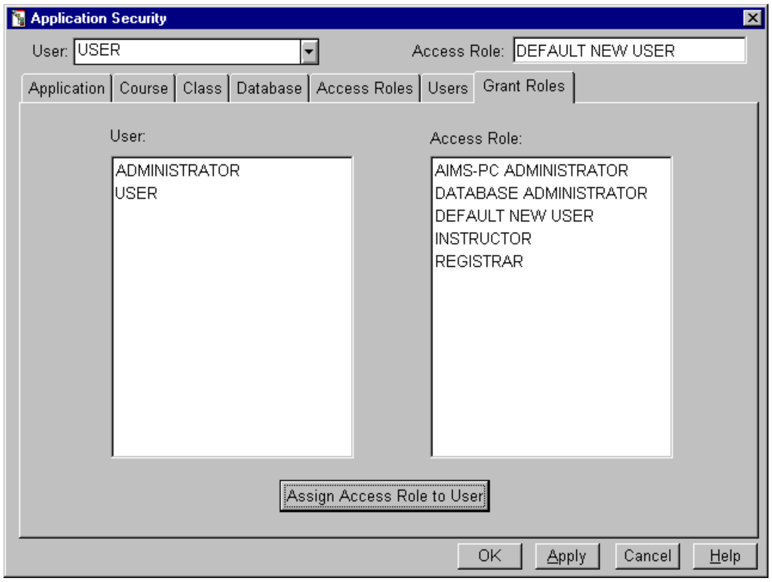


Figure D-7: Application Security – Grant Roles Tab

To assign a User to an Access Role:

Step 1: Select ***Tools → Application Security***.

Step 2: Click the **Grant Roles** tab.

Step 3: To view a user's currently assigned access role, select that user in the ***User*** drop-down list. That user's currently assigned access role will appear in the ***Access Role*** field.

Step 4: Select the user to assign an ***Access Role*** to from the ***User*** column.

Step 5: Select the ***Access Role*** to assign to the user from the ***Access Role*** column.

Step 6: Click the ***Assign Access Role to User*** button.

A confirmation box will appear asking, "***Do you want to copy the role template <role> onto the currently selected user <user name>? This will overwrite their current information. Are you sure?***"

Step 7: Click ***Yes*** to assign the Access Role to the selected user.

OR

Click ***No*** to cancel the assigning of the Access Role.

APPENDIX E: USING THE AIMS-PC TOOLS

The AIMS-PC Tools can be downloaded from the AIMS-PC web site, ***www.aims-r.army.mil***. Click on the AIMS-PC Tools option to access the tools information screen. Currently, two tools are available for use with the AIMS-PC. These are **Redbook Reports** and **Labels**. Both of these tools require the following:

- Must have administrator privileges for AIMS-PC.
- Must have Oracle client installed on your PC, configured to connect to the AIMS-PC database (if you're running AIMS-PC on your PC, this is already done.)
- Must have the Microsoft Data Access Components installed on the PC. (This is available for download from the Microsoft site at http://www.microsoft.com/data/download_21242023.htm. Download the file *Microsoft Data Access Components MDAC 2.1.2.4202.3 (GA)* (NOTE: This is a large file, about 6 MB.) After it is downloaded to your PC, go to the folder where you stored the file and double click on the filename to install the components on your machine.)

E.1 Redbook Report

This tool, using Microsoft Access 2000, will allow you to print reports showing the school code, course number, phase, class number, class start and end dates, projected enrollment, and status for your classes. You can print a report for all of your classes, or select a particular course and fiscal year. In addition to the requirements listed above, you will need the following to use this tool:

- Must be using Office 2000.
- Must have the Access file (Redbook.mdb) saved to your drive. Download the file to your hard drive. (Remember where you store it!)

To use Redbook Reports:

Step 1: Open the file *Redbook.mdb* that you have saved to your hard drive. This will bring up an Access switchboard.

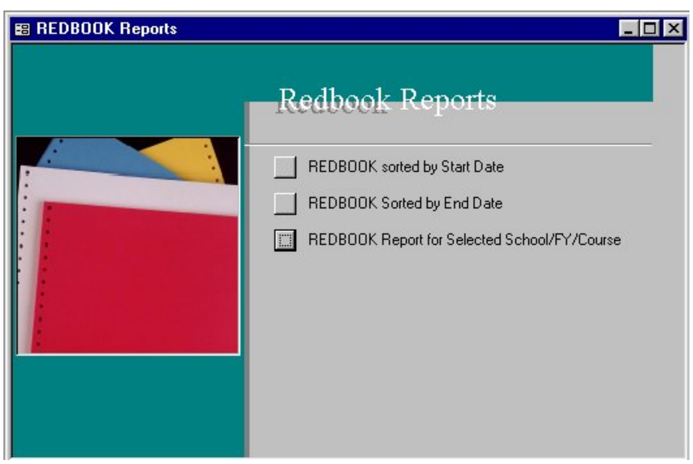


Figure E-1: Redbook Reports – Selection Screen

Step 2: To print a report showing all of the courses and classes in your database, select either ***REDBOOK sorted by Start Date*** or ***REDBOOK Sorted by End Date***.

A login window will appear.

Step 3: Enter your AIMS-PC user ID and password. The server should be ***aimspc***. Select ***OK***.

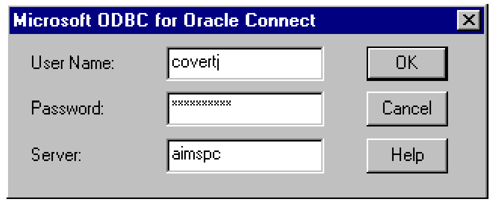
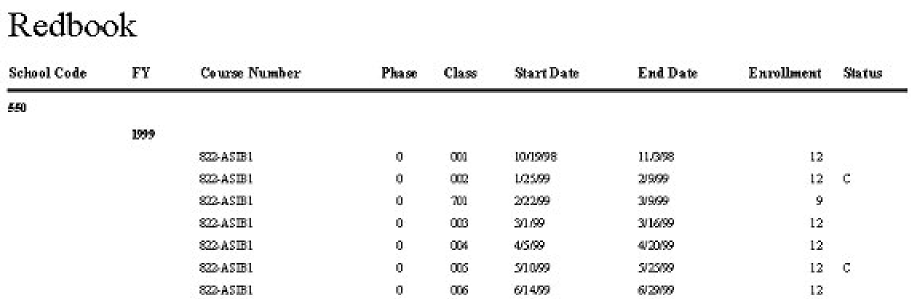


Figure E-2: Redbook Reports – Oracle Login

Step 4: The system will display your report. You can then print or save to another format.



Redbook

School Code	FY	Course Number	Phase	Class	Start Date	End Date	Enrollment	Status
550								
	1999							
		822-ASIB1	0	001	10/19/98	11/3/98	12	
		822-ASIB1	0	002	1/25/99	2/9/99	12	C
		822-ASIB1	0	701	2/22/99	3/9/99	9	
		822-ASIB1	0	003	3/1/99	3/16/99	12	
		822-ASIB1	0	004	4/5/99	4/20/99	12	
		822-ASIB1	0	005	5/10/99	5/25/99	12	C
		822-ASIB1	0	006	6/14/99	6/29/99	12	

Figure E-3: Redbook Reports – Report Screen

Step 5: If you want to print the report for a particular course, select one of the ***REDBOOK Selected School/FY/Course*** options.

The system will prompt you to enter the school code, fiscal year, and course number.

You will then be presented with the login window.

Enter your AIMS-PC user ID and password, and ensure the server name is correct.

The report will be generated for the course and fiscal year you selected.

NOTE: These are case sensitive... make sure you are using caps where applicable, as in course numbers.

E.2 Labels

There are several tools you can use to make labels. These include using predefined labels in Access, or using Excel and Word and defining labels from data contained in a spreadsheet.

The most flexible method is to gather information from the database into an Excel spreadsheet, and then format the labels the way you want with Word's label tool. We have created a query you can run against your database that extracts information that might typically be used on labels, such as the school code, course number, fiscal year, class, section, rank, name, SSN and mailing address of students. In addition to the requirements listed at the beginning of Appendix E, the following conditions must be met:

- Must have the labels query file (select_labels.dqy) saved to your drive. Download the file to your hard drive. (Remember where you store it!) This query will return rank, last name, first name, middle initial, SSN, current mailing address, class fiscal year and number, and section for all students associated with a class in your database.

E.2.1 To Pull the Information into Excel:

Step 1: Open a new workbook in Excel.

Step 2: On the menu bar, select ***Data → Get External Data → Run Saved Query***.

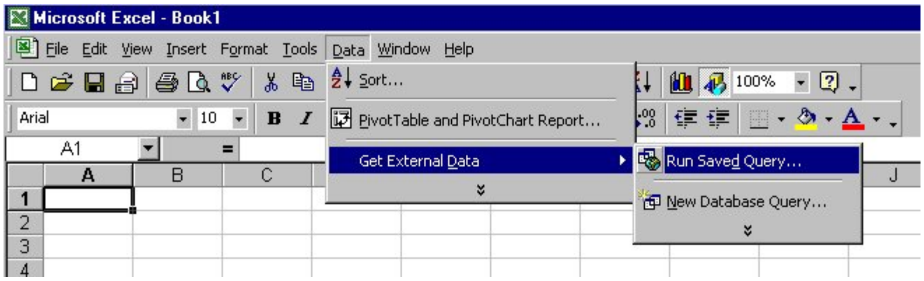


Figure E-4: Excel – Run Saved Query

Step 3: A dialog box will appear to allow you to select the query you wish to run. Select the select_label.qry query file that you downloaded from here (you will need to know where you stored it on your PC.)

Step 4: The system will ask you where you want to put the data. Select the cell on the spreadsheet you want to start in, and select ***OK***. Use the default value to place the information starting in the upper left hand corner of the spreadsheet.

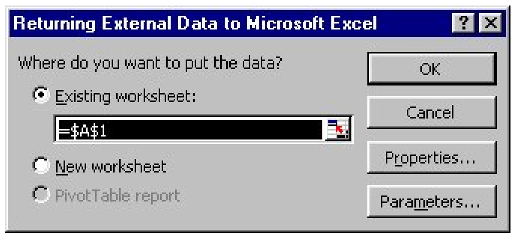


Figure E-5: Returning External Data

Step 5: A log in box will appear. Enter your AIMS-PC user name and password. Enter aimspc for the server. Click on ***OK***.

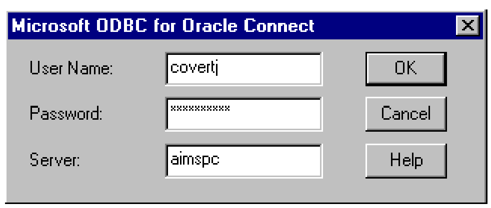


Figure E-6: Oracle Login Box

Step 6: The system will prompt you to enter the school code for the information you want. Enter the school code and click ***OK***. If you want to use this as your default for this value, check the box "***Use this value/reference for future refreshes.***"

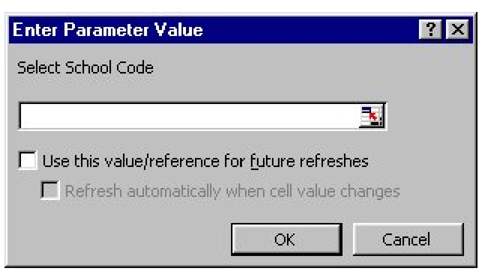


Figure E-7: Select School Code

Step 7: The system will then ask you for the course number, fiscal year, and class number. Enter the appropriate information at each prompt.

NOTE: These are case sensitive...make sure you are using caps where applicable, as in course numbers.

Step 8: The data will populate the Excel workbook. Save this file. Now you can work with the data in Excel to format it, sort it, print it, etc. You can now pass this file to the folks who make the labels. They will be able to reference this file in Word to create their custom labels.

Step 9: When the data is entered into the Excel worksheet, the data field names from the database are used as column headers. This table shows what the data is displaying. You can change them in your spreadsheet, if you like.

Column Names

Data Field Name	Data Displayed
UNFRMD_SVC_RN0_NM	Rank
PR_NM_TX	First Name
PR_NM_TX1	Middle Name/Initial
PR_NM_TX2	Last Name
PN_ID	SSN
PRSN_USPS_PSTL1_TX	First Address Line
PRSN_PSTL_ADRS2_TX	Second Address Line
PRSN_USPS_PSTL2_TX	City
PRSN_PSTL_ADRS1_TX	State
PRSN_USPS_PSTL3_TX	Zip Code
TNG_CRS_FR	Course Number
FY_YRDT	Class Fiscal Year
TNG_CLS_ID	Class Number
TNG_CLS_SEC_ID	Section Number

Once you have the information in Excel, you can use Microsoft Word to create mailing labels from the data.

E.2.2 Creating Labels in Word

Step 1: Open a blank document in Word. From the menu, select ***Tools → Mail Merge***. Mail Merge wizard will appear. Select ***Mail Merge***.

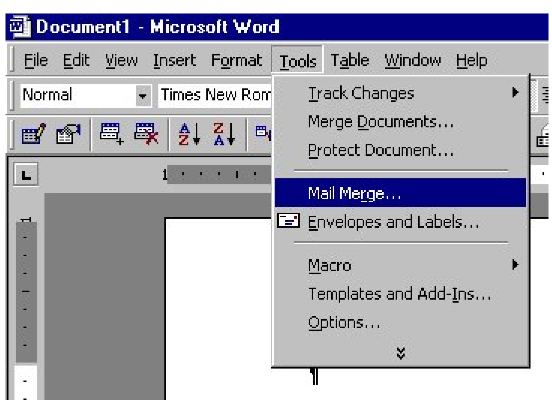


Figure E-8: Word Mail Merge

Step 2: The ***Mail Merge Helper*** will appear. At step ***1***, ***Main Document***, choose ***Create*** ➔ ***Mailing Labels***.

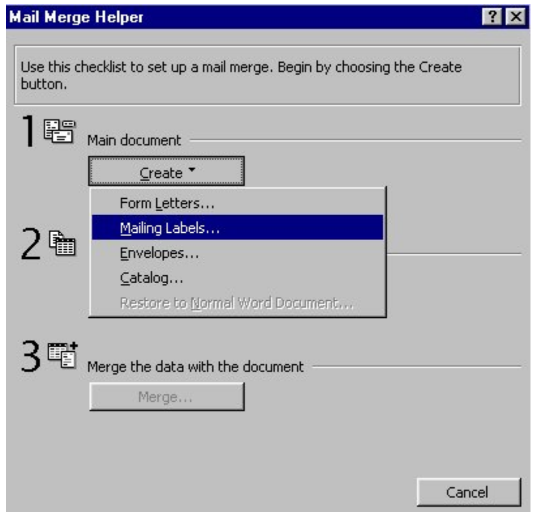


Figure E-9: Create Mailing Labels

Step 3: The system will ask if you want to use the active window or a new document. Click the ***Active Window*** button.

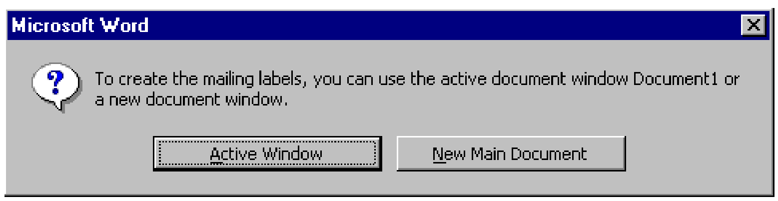


Figure E-10: Select Active Document

Step 4: At step ***2***, ***Get Data***, select ***Open Data Source***.

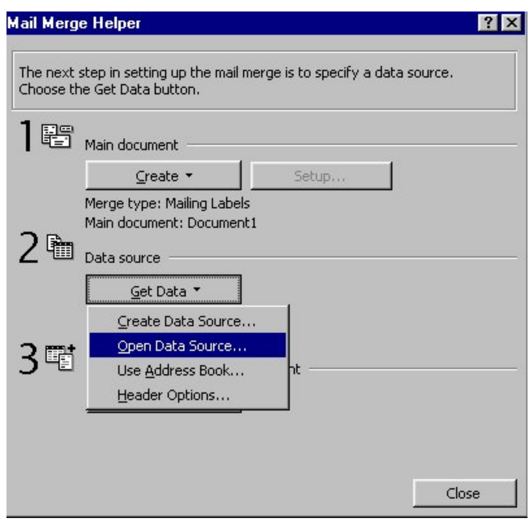


Figure E-11: Mail Merge – Get Data

Step 5: Find/select the Excel file with the information you got from AIMS-PC. At the prompt, select ***Entire Spreadsheet***.

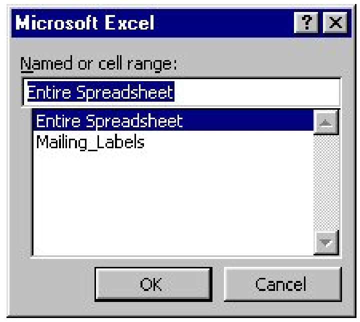


Figure E-12: Select Cell Range

Step 6: The system will then ask you to set up the main document.

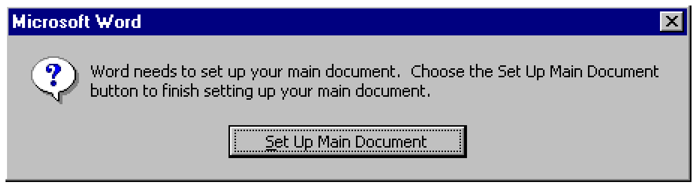


Figure E-13: Setup Main Document

Step 7: Click on the ***Set Up Main Document*** button.

Step 8: Select the type printer and type label you wish to use. Select the desired settings (these depend on what labels you are using) and click ***OK***.

Figure E-14: Label Options

Step 9: The system will ask you to designate the fields you want to use on the table. Click on the ***Insert Merge Field*** button to view a list of the fields available to insert in the label.

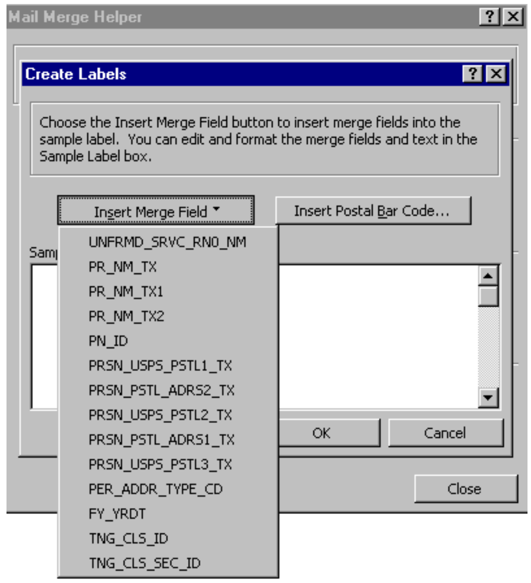


Figure E-15: Mail Merge – Create Labels

Step 10: Click on a field name to insert it. You will need to add any spaces, commas, or returns between the fields to format it the way you want. Repeat for each field. When complete, select ***OK***.

Step 11: At the next window, select ***Merge***.

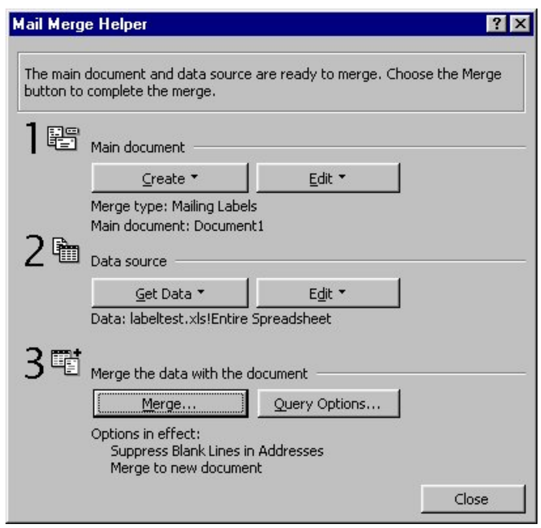


Figure E-16: Mail Merge – Merge

Step 12: A window will display the options for merging the data into the labels.

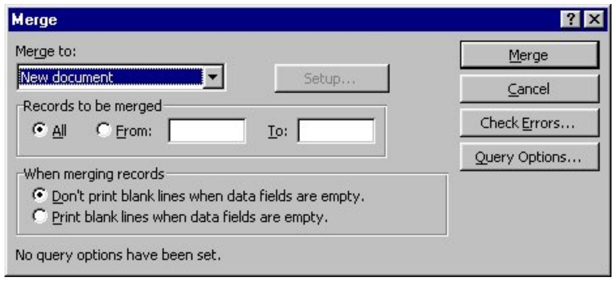


Figure E-17: Mail Merge – Display Options

Step 13: Accept the defaults on the screen that appears and click ***Merge***. The information will display in Word.

E.2.3 Using the Same Label Format Again

Once you have set up labels the way you want them, you can reuse that format without having to go through the entire set-up routine.

Step 1: After you have created the initial set of labels in Word, close the Word document. You will see another document displaying the field names of the data elements. Save this document.

Step 2: The next time you want to create labels with that format, open the Word document saved above.

Step 3: On the menu bar, select ***Tools → Mailmerge***.

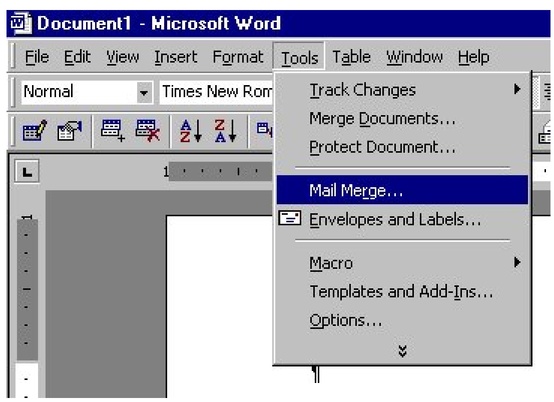


Figure E-18: Word – Mail Merge

Step 4: The ***Mail Merge Helper*** window will open. Note that it already has the document and the spreadsheet selected to merge. If you want to create labels from the same spreadsheet, simply select ***Merge***. If you want to use another spreadsheet, select ***Get Data***.

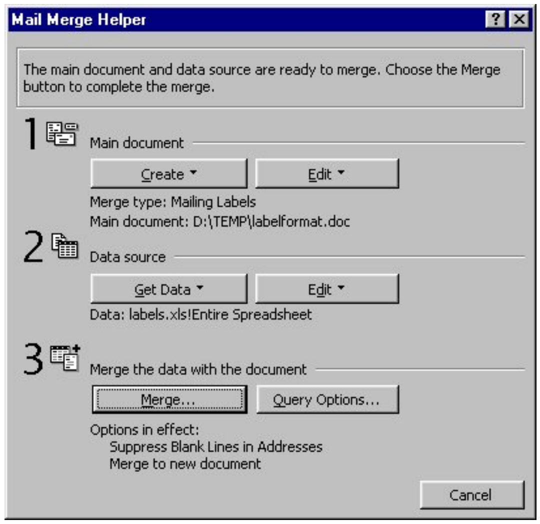


Figure E-19: Mail Merge – Merge

Step 5: From here, follow the steps outlined in the ***Creating Labels In Word*** section to select your data source and print the labels.

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APPENDIX F: SBIS ACCOUNT MANAGEMENT/MAINTENANCE

The FA is responsible for user account management/maintenance (adding, modifying, or deleting) at the installation for AIMS-PC. The FA, in conjunction with the user, determines what functionality/views the user needs to access for their duties. The FA then completes the SBIS User Account Request Form, to include assigning a log number, and forwards it to the Installation System Security Officer (ISSO) for review and verification of employment. The ISSO completes his/her portion of the form and returns it to the FA for processing. The FA will establish the account with a unique user ID (usually the last name and first initial of the user) and an initial password. The user will be required to change this initial password on their first login. The FA then assigns the required access for the individual.

FAs will maintain a log of when forms are sent to and received from the ISSO, along with a file of the approved SBIS User Account Request Forms for their installation.

F.1 SBIS User Account Request Form

This form is used to request and record verification of a user's account. Complete all of the installation and organization fields (top portion of the form) in addition to the FA and ISSO fields (lower portion of the form.) These fields are mandatory for all requests.

This form is for AIMS-PC account requests only.

Most of the fields are self-explanatory, but clarification and usage notes follow:

Emergency	Not required.
Action Flag	Not required:
SSN/PPN	Social Security Number / Passport Number. This field is mandatory for all requests. Inclusion of the SSN necessitates handling the completed form as FOUO.
Remote	Yes /No. Identified as Yes if the user is allowed remote dial-in capability, else No. Default is blank, indicating No.
IP Address	Not required.
Role #	Role numbers used in version 1 no longer apply. Use this area to specify access required by the user. You can use your locally established roles here.
Log No.	A standard unique identifier (date + sequence number, e.g., 960514001) supplied by the FA.

PRIVACY ACT STATEMENT

Title 51 U.S.C. Section 552a authorizes collection of this information. The primary use of this information is to configure Automated Information Systems user accounts for the Sustaining Base Information Services (SBIS.) Where the system user identification is your Social Security Number (SSN), collection of this is authorized by Executive Order 9397 and Army System of Record Notice A0380-19SAIS. Furnishing the information on this form, including your SSN, is voluntary, but failure to do so may result in disapproval of this request.

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AIMS-PC
SBIS User Account Request

Emergency: ☐

Installation Name:	
Installation Address:	

Organization/Activity:	
Office Symbol:	
UIC:	

User Phone Prefixes:	DSN	Comm

A/ M/ D	First	MI	Last	SSN/PPN	Ph Ext	Remote (Y/N)	IP Address	Role #(s)

AIMS-PC Roles:
1. Administrator
2. Activity Director
3. Class Leader
4. Course Evaluator
5. DT Program Manager
6. Education Counselor
7. Grader
8. Instructor
9. Instructor Supervisor
10. Production Mgr
11. Program Director
12. Program Manager
13. Statistician
14. Student Svc Manager
15. Student Svc Registrar
16. Training Course Scheduler

FA Name:	
FA Phone:	
FA Email:	
FA Signature/Date:	
Log No:	

ISSO Name:	
ISSO Phone:	
ISSO Email:	
ISSO Signature/Date:	

NSO Name:	
NSO Signature/Date:	

FOR CONUS-TNSOC USE ONLY
Date Received:
Date Completed:
QA Date/Initials:

APPENDIX G: TRAINING USER IDS AND PASSWORDS

AIMS-PC does not have a default set of training user IDs and passwords. FAs can establish generic accounts (i.e., training1, training2, etc.) for use with the training database. This will preclude establishing specific accounts for individuals in order to conduct training. You may also assign specific access to different courses and classes within your training database to facilitate training of multiple users.

NOTE: Ensure you establish these accounts in the training database, not the actual one.

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APPENDIX H: COMPLETING DA FORM 5005-R

DA Form 5005-R, Engineering Change Proposal-Software (ECP-S), is used for system trouble reports (STRs) and Engineering Change Proposals (ECPs.) The form can be found in Delrina FormFlow. Submit completed forms to the AIMS-PC office, e-mail ***aims-r@atsc.army.mil***. Detailed instructions for completing the form follow.

Blk	Title	Remarks
		Indicate whether the submission is a problem report or an ECP-S (a recommended change to the system.)
1	To:	Send completed forms to ATSC, ATTN: ATIC-TISI, Bldg 2787, Fort Eustis, VA 23604.
2	From:	Enter your office and mailing address.
3	Originator Number	
4	Point of Contact	Enter your name and phone number.
5	Priority	Leave blank.
6	Application CI Baseline/version	Enter name of application (AIMS-PC) and version.
7	Executive SW Baseline/version	Leave blank.
8	Problem date	Enter the date the problem was identified.
9	Job/Cycle/Program ID	Leave blank.
10	Title of Problem/Change	Enter a descriptive title for the problem/change.
11	Description of Problem/Change	Provide a complete description of the problem/change. Include the function/process being attempted, the screen on which the problem occurred, and any error messages produced by the system.
12	Effect on User	Provide a description of the effect of the change or shortcoming on the user.
13	Recommended Solution/Justification	Provide a description of the recommended solution to correct the error or shortcoming along with justification as to how it will improve the system.
14	Date	Enter the date the form is completed.
	Name and Title of Submitting Authority	Enter your name and title.
	Signature	Sign if providing in hard copy.
15	Remarks	Use this area if additional space is needed for blocks 11, 12, or 13, or for any additional remarks/information you want to provide.
Leave the remainder of the form blank.		

Be as specific as you can in describing the problem. The Configuration Control Board (CCB) reviews these forms and uses them as the basis to determine what work will be done on the system and the priority for that work.

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APPENDIX I: SOFTWARE INVENTORY

The following software is has been issued as part of the AIMS-PC system. You should know who is maintaining it. In most cases, it is kept at the DOIM. It should have been delivered when the AIMS-PC system was initially fielded, with updates being received as completed. Much of it is not specifically required for AIMS-PC, but is part of the overall SBIS fielding.

DESCRIPTION	MEDIA	QTY	REMARKS
AIMS-PC Specific Material			
AIMS-PC V1 (includes Oracle)	CD	1	
LXR Test Ver 5.1.9 (4 diskettes)	3.5"	1	
LXR Test User Manual		1	
SBIS PC Baseline Material			
PC Software Installation Instructions w/COTS Installation Program from CDROM or Zip Disks for Windows for Workgroups, Ver 1.4, dtd 23 Apr 98.	DOC	1	
Windows for Workgroups PC CD, Ver 1.0, dtd 29 Oct 97.	CD	1	
PC Software Installation Instructions w/COTS Installation Program from CDROM or Zip Disks for Windows 95, Ver 1.4, dtd 23 Apr 98.	DOC	1	
Windows 95 PC CD, Ver 1.0, dtd 29 Oct 97.	CD	1	
PC Software Installation Instructions w/COTS Installation Program from CDROM or Zip Disks for Windows NT, Ver 1.4, dtd 23 Apr 98.	DOC	1	
Windows NT PC CD, Ver 1.0, dtd 29 Oct 97.	CD	1	
SBIS PC Zip Disk #1 Exceed 5.1.3 for Win 95.	ZIP	1	
SBIS PC Zip Disk #2 PC-Xware 5.0 Win 95/NT.	ZIP	1	
SBIS PC Zip Disk #3 Oracle 16-bit Client/Jetform/WS-FTP.	ZIP	1	
SBIS PC Zip Disk #4 Norton Anti-Virus WFW/Win 95/NT.	ZIP	1	
SBIS PC Zip Disk #5 MSIE/Safety/Secclea/Sitedisk/DoD Banner.	ZIP	1	
SBIS PC Zip Disk #8 Oracle 7.3.3 for Windows 95.	ZIP	1	
SBIS PC Zip Disk #9 Oracle 7.3.3 for Windows NT.	ZIP	1	
SBIS PC Baseline OSSD IOMEGA Zip Disk Drivers.	ZIP	1	

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APPENDIX J: SCANNER SET-UP

Below are the general steps to setup the NCS Opscan 4 reader for use with LXR·TEST. In addition to these instructions, you should review the manual for the Opscan and the LXR·TEST User's Guide.

Connect the Opscan to the computer. If your reader has two serial connections, be sure to use the MAIN connection, and not the AUX connection for connecting the reader to the computer. Connect either the 25-pin connector or the 9-pin connector to the end of the ribbon cable. Use the appropriate connector for the port on your PC. Connect to either COM1 or COM2, whichever is available. Connect the remaining end of the ribbon cable to the Opscan. Your cable configuration may vary. If your computer has an internal modem, you must choose a COM port that is NOT connected to the modem.

Plug in the reader to power supply, and power supply to power source. The display on the reader should show "Not Ready" on the top line of the display within a few seconds of connecting the power. Under the display are 2 buttons. The function of each button corresponds to the wording of the text on the lower line of the display. Follow each step below to configure the reader. This needs to be done one time only.

> **NOTE**: Depending on how your scanner is currently configured, you may not see all of these prompts. Just ignore any prompts that do not appear.

Step 1: Press and hold both buttons until the display changes to "Background Menu" then release both buttons to place the scanner into setup (background) mode.

For each prompt, press the button corresponding to the **BOLDED** text:

Step 2: Ops *...(other information displayed here)* **Continue**

Step 3: Sheet count...*(sheet count displayed here)* **Continue**

Step 4: Utilities? **NO**

Step 5: Defaults? **YES**

Step 6: Display Comm Status? **YES**

Step 7: Printer Installed? **YES** (Don't need to use this function if you don't want to.)

Step 8: Reverse Printing? **NO** (Choose ***Yes*** if you desire this feature. You will not see this if you selected ***NO*** for the item above.)

Step 9: 3000 Emulation Scan? **NO**

Step 10: Power-Up Aux Mode? **NO**

Step 11: Exit Defaults Menu? **YES**

Step 12: Exit Backgrnd Menu? **NO**

Step 13: Utilities? **YES**

Step 14: Top Head Calibrate? **NO**

Step 15: Bot Head Calibrate? **NO**

Step 16: Comm Configuration? **YES**

Step 17: NCS Standard Config? **YES**

Step 18: 38400 Baud? **NO**

> **NOTE**: If running on a Macintosh, you may choose **YES** to use **38400** baud, if you desire. If you answer **YES** to this question, you MUST set the Baud Rate in the LXR·TEST program to **38400** instead of the value **19200** as the manual suggests. If you answer **YES** to use **38400** baud, you will not see the question about using **19200** Baud.

Step 19: 19200 Baud? **YES**

Step 20: Comm Config Complete **QUIT**

Step 21: Display Brightness? **NO**

Step 22: Exit Utilities Menu? **YES**

Step 23: Exit Backgrnd Menu? **YES**

This completes the reader configuration.

Step 24: Power the Opscan **OFF** then back **ON**.

At this point, the Opscan has been configured and is ready to be used with LXR·TEST. The next step is to tell LXR·TEST which reader and form you are using.

Step 1: Run the LXR·TEST program, and choose the ***Score*** menu "***Form Setup***" menu.

Step 2: Select the reader you will be using on the left panel by clicking on the appropriate name. If the reader you are using has 2 read heads (or if you are not sure how many read heads it has), choose the reader name of Opscan5. If your reader has only 1 read head, choose the reader name of Opscn5-1 (if you make the wrong choice you will be notified with an error message later that the read head configuration is incorrect and can then change it to the appropriate choice.) When you select a reader, you will see a brief description of the reader you selected below the selection box.

Step 3: Choose the name of the form you will be using on the right panel. Only the forms that are appropriate for the reader you selected on the left panel will be displayed. As you select a form name, you will see a brief description of it below the selection box.

Step 4: Press the ***Communications*** button and set the Parity to **Odd**, Stop Bits to **2**, Bits per Character to **7**, and the Baud Rate to **19200**.

Step 5: Make sure the communications port you are using is selected. Choose the port you connected the reader to in an earlier step. This will normally be COM1.

Step 6: Press ***OK*** to exit the communications dialog.

Step 7: Press ***OK*** to exit the Form Setup dialog.

These settings will be saved when you exit the program so you normally do not have to repeat this procedure, but you should write down the settings for future reference.

You are now ready to score tests with LXR·TEST.

Place the forms to be read in the hopper. The display will normally show "STOPPED". It is not necessary to press the START button on the reader, as LXR·TEST will start the reader automatically.

To verify the reader is working, place one or more forms correctly in the hopper. The forms must have a student ID marked and a few response fields entered on them. Choose ***Read Response Forms*** from the ***Score*** menu. Enter a file name in which to save the score results when it asks, then the forms will be read. A score window will open showing the contents of the score file you created and, as the forms are read, they will be displayed in the score window.

Review the User's Guide Scoring section for more information and to learn additional features of the product.

APPENDIX K: ACRONYMS AND ABBREVIATIONS

The following acronyms and abbreviations have been used in this document.

AIMS-PC	Automated Instructional Management System - Personal Computer
ATRRS	Army Training Requirements and Resources System
ATSC	Army Training Support Center
CCB	Configuration Control Board
CONUS	Continental United States
DOIM	Directorate of Information Management
DSN	Defense Switched Network
ECP	Engineering Change Proposal
ECP-S	Engineering Change Protocol - Software
FA	Functional Administrator
FAQ	Frequently Asked Questions
FOUO	For Official Use Only
ISSO	Installation System Security Officer
LXR	Logical Extension Resources
PM	Program Manager
POC	Point of Contact
RECBASS	Reception Battalion Automated Support System
SBIS	Sustaining Base Information Services
SSN	Social Security Number
STR	System Trouble Report
SW-TT	Software Trouble Ticket
TNSOC	Theater Network Operations and Security Center
TRADOC	U.S. Army Training and Doctrine Command